

COOPERATIVE AGREEMENT
FOR THE DELINEATION OF RESPONSIBILITIES
FOR INDIVIDUALS WITH
DEVELOPMENTAL DISABILITIES AND MENTAL ILLNESS
BETWEEN THE
DEPARTMENT OF HUMAN SERVICES
AND THE
DEPARTMENT OF MENTAL HEALTH, RETARDATION, AND HOSPITALS
AGREEMENT

The original agreement was entered into the first day of July, in the year 1995, by and between the Rhode Island Department of Mental Health, Retardation, and Hospitals (MHRH) and the Rhode Island Department of Human Services (DHS) for the purposes of delineating roles and responsibilities of the Division of Developmental Disabilities, Integrated Mental Health Services, and the Office of Rehabilitation Services in a collaborative program providing vocational rehabilitation services leading to employment outcomes. This agreement encourages new patterns of person centered planning and vocational services leading to community based employment. This new agreement will focus attention and services on transitioning youth with

developmental disabilities, promoting career choices, opportunities and to support youth with job placement and retention services.

This agreement is for a five-year period, **commencing July 1, 2001 and ending June 30, 2006**. Each annual period is contingent upon the availability of sufficient State and Federal appropriations, Federal and State Regulations, as well as satisfactory reviews of effectiveness and compliance with the requirements of the written agreement (see PAR. 4).

WITNESSETH:

The Department of Human Services (DHS) through the Federal/State program of Vocational Rehabilitation provides services to eligible persons with disabilities who meet criteria for services provision under the Order of Selection Policy. In accordance with the Federal Rehabilitation Act, as an effort to maximize the available Federal allotment to ORS, the Department of MHRH through its State annual appropriation will provide up to **\$175,921.00** to the Department of Human Services/Office of Rehabilitation Services (ORS). The Department of Human Services may adjust the state match related to the availability of federal funds.

The parties agree as follows:

PAR. 1: PERFORMANCE

MHRH and DHS agree to perform all obligations and duties as contained in Addendum I - Program, hereby incorporated by reference into this agreement.

PAR. 2: STAFF

A) The Statewide Transition Coordinator/VR Supervisor is designated to coordinate and implement this initiative along with staff designated by MHRH.

B) The responsibilities of ORS counselors and MHRH staff are described in

Addendum I: Program

PAR. 3: FINANCIAL

A) The RI Department of MHRH will establish an account within MHRH to cover all expenses incurred with this agreement and described in Addendum I. The costs of administrative activity associated with this project are not costs attributable to the State or locality in carrying out the administrative functions of the State or local government.

The total annual budget shall not exceed \$ **\$825,921.00** for each annual period beginning 7/1/01 and ending 6/30/06. Both state agencies should be involved in any negotiations or changes in the budget.

- B) Documentation and Condition of Payment: DHS/ORS agrees to maintain fiscal records related to the provision of the cooperative program described in Addendum I. DHS/ORS agrees to provide MHRH with quarterly fiscal and programmatic reports, that identify services provided, cost of services, and employment outcomes for individuals participating through the Agreement.
- C) The Office of Rehabilitation Services will directly administer expenditures for Vocational Rehabilitation services. The program requirements for the collaborative project will reflect new patterns of Vocational Rehabilitation services provided by ORS and MHRH to eligible individuals with developmental disabilities or individuals with mental illness. The Order of Selection provisions defined by ORS Policy apply to this agreement.
- D) In the event that State funding or Federal financial participation status changes during the term of this agreement, MHRH and DHS agree to make the appropriate modifications to this agreement, including modification/reduction to MHRH's State share requirements to provide the services under this agreement.
- E) MHRH will establish account **1076-24951052(Federal) and 1076-25001051 (MH State Match); 1076-24901061 (DD State Match)**. MHRH will allow DHS/ORS authorized agent status for the Federal Account, 1076-24951052 and the State Accounts, 1076-25001051(MH) and 1076-24901061(DD). DHS/ORS will continue as authorized agent.

PAR. 4: REVIEW

DHS/ORS and MHRH will review the cooperative program on an annual basis to determine its effectiveness and to assure its compliance with the requirements of this agreement. Staff from both agencies and key stakeholders will meet quarterly to develop new strategies and target areas for improvement.

PAR. 5: CHANGES

Changes, which are mutually agreed upon by both Departments, will be written, signed and made a part of this agreement by numerically consecutive

amendment.

PAR. 6: TERMINATION

Either Department may terminate this agreement at any time by giving written notice to the other of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the agreement is terminated as provided herein, DHS will be paid for the services actually performed through the effective date of such termination. Any balance of unexpended MHRH funds will be returned to MHRH.

Par. 7: DOCUMENTATION

DHS/ORS will be responsible for insuring that the required fiscal documentation of the time and services is maintained in accordance with federal requirements.

Par. 8: FEDERAL FUNDING

DHS/ORS will assure that federal funds, which are drawn down and deposited in the MHRH account, will reflect the actual expenditures related to the cooperative program.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands as of the date first above written and the agreement made legally binding as follows:

BY: A. Kathryn Power

DATE: 29 MAR 02

A. Kathryn Power
Director, Department of Mental Health, Retardation,
And Hospitals (MHRH)

BY: Jane A. Hayward

DATE: April 30, 2002

Jane A. Hayward
Director, Department of Human Services (DHS)

ADDENDUM 1-PROGRAM

PROGRAM GOAL:

The cooperative program will coordinate an interagency approach including the development of new patterns of service coordination and interagency planning between the Department of Human Services/ Office of Rehabilitation Services and the Department of Mental Health Retardation and Hospitals. The focus of cooperative services is to increase community integrated competitive employment outcomes achieved by eligible individuals with developmental disabilities and individuals with mental illness. Outcomes will include the strengths, resources, abilities, career interests and informed choices of the participants.

OBJECTIVE I-Program Development and Coordination

To utilize staff and resources in new ways to facilitate the employment outcomes and the integration of people with disabilities who are eligible for ORS/MHRH services into the RI workforce.

Activity 1.1

Administrative staff from MHRH and ORS will organize and facilitate the development of a shared mission regarding community integrated employment outcomes, and services that will support these outcomes. Partners will develop statewide planning and consider strategies and/or an RFP process to enhance service delivery. Key staff from MHRH and DHS/ORS and other key stakeholders will be aware of the service delivery system of partner agencies to enhance service delivery, referrals and coordinate services resulting in employment outcomes for mutual customers.

Activity 1.2

Staff from both ORS and MHRH will share responsibility to identify and facilitate referrals, and collaborate in the planning process, assisting the consumer in choosing an employment goal, services and service providers. Staff will be aware of eligibility criteria, resources, services and how to assist individuals in choosing employment outcomes. Individuals will be referred to ORS through a referral process developed mutually by staff from DDD, ORS, and Local Educational Agencies (LEA). The ORS eligibility determination process will be facilitated by the referring DDD Social Worker or LEA representative by the provision of all available reports necessary to document the individual's disability and barriers to employment, with the written consent of the individual or family. ORS will coordinate outreach to adults and to students, families and schools systems.

Activity 1.3

Partners in this agreement will facilitate the referral and involvement of mutually eligible individuals. MHRH/DDD workers and/or ORS counselors will identify 100 individuals (annually) who are

- not currently involved in services leading to employment
- students who are in transition from an educational program to adult services
- currently working in sheltered settings

- other individuals interested in employment

Activity 1.4

ORS Staff duties include: ORS eligibility determination; assessment of all relevant medical, psychological, educational, social and vocational data needed for vocational planning; vocational counseling and assessment options to assist the individual to make informed choices regarding employment goals and services needed for employment, provision of services necessary to reach employment goal; and coordination of services leading to employment. DDD and ORS staff and the referred individual (and if indicated community providers) will review the (Menu) array of services, including career exploration and planning, comprehensive vocational evaluation, skill development, job development, and job supports needed for job retention.

Activity 1.5

ORS will provide appropriate assessment/evaluation services to assist the individual to make choices about their employment goals. ORS will provide specific services to assist the individual to reach employment outcomes.

Activity 1.6

Coordinators from Community Mental Health Centers identified to participate in this cooperative agreement by MHRH and ORS liaisons will identify 50-100 (annually) individuals with the most severe disabilities due to mental illness who have been unable to access existing services leading to employment. The individuals will be introduced to ORS employment focused services by ORS liaisons to Community Mental Health Centers.

Activity 1.7

The ORS counselor will determine eligibility and a new pattern of Individual Pre-placement services including intensive person centered employment activities will be available to each individual using ORS funds.

Activity 1.8

The ORS Counselor, and the appropriate Community MH Center representative, will meet together with the individual and, as indicated, Community Rehabilitation Program staff, to develop collaborative service plans to coordinate services leading to employment outcomes. Community supports and services identified will be based on the needs of the individual.

OBJECTIVE II

To organize and provide intensive vocational and support services for 100 individuals with developmental disabilities and 50 individuals with mental illness annually. The objective of these services is to obtain competitive community integrated employment and initiate support services to maintain the individuals in employment.

Activity 2.1

ORS Counselors will assist the individual to gather relevant information and explore options to make informed choices in developing their Individualized Employment Plan in conjunction with DDD Social Workers and/or Community Mental Health Center Representatives and/or LEA Representatives. Plans will reflect the provision and coordination of generic and vocational rehabilitation services that will lead to an employment outcome, consistent with the individual's abilities and choices. Staff from ORS and MHRH will make every effort to utilize the netWORKri system as a resource for individuals to find employment.

VR Services may include but are not limited to:

- Assessment for determining eligibility and VR needs
- Assessment of skills, interests and learning styles
- Vocational counseling and guidance
- Physical and mental restoration services
- Vocational and other skill training
- Transportation related to VR services
- Services to assist students to transition from school to work
- Vocational Evaluation/Situational Assessment in the community
- Career exploration and community based Vocational Training

Career development, employability training
Life skills training needed for employment
Assistive technology services and devices
Supported Employment Services, (assessment, job development, onsite work evaluation training and support)
Work Adjustment services including work based learning experiences in the community,
Time-Limited Job Coaching
Job placement services
Interpreter services (related to employment preparation)
Reader services (related to employment preparation)
Personal assistance services (including training in managing, supervising and directing personal assistance services) (related to employment preparation)

All services must relate to employment preparation.

All employment or service Plans will specify the services and the provider and/or people responsible for providing the services.

The Office of Rehabilitation Services approves fees and providers of services to be authorized.

The ORS & MHRH will review existing funding rates for providers of services and identify strategies to establish more appropriate fees for services leading to employment.

Activity 2.2

MHRH/ DDD and DIMHS will be responsible for the provision of other support services specified in the Individual Support Plans. LEA's will be responsible for educational services described in the students' Individual Education Plan. ORS will be responsible for services as specified in the Individual Employment Plan.

Activity 2.3

MHRH will agree to provide and/or monitor the provision of extended on-going supports as required by the Rehabilitation Act as amended in 1998.

Activity 2.4

The MHRH/DDD and MHRH/IMHS and the DHS/ORS will assess and provide technical assistance to netWORKri, local workforce investment boards, community rehabilitation programs, the Regional Education Collaboratives and LEAs to improve and, if appropriate, expand services to create more opportunities for individuals with the most severe disabilities to become employed in the community.

OBJECTIVE III

To develop and implement new approaches to assist adults with developmental disabilities and individuals with mental illness to make vocational choices. To develop the capacity of service providers to engage in new patterns of services and supports.

To expand services and focus attention on youth with developmental disabilities that are in transition from school to adult life. Promote career choices opportunities and support to transitioning youth upon exiting school. Provide new options for job placement and retention services in an outcome based funding system.

Activity 3.1

Staff from MHRH and ORS will meet with consumers and representatives from other agencies, including the Employment Information Network (previously the Supported Employment Speakers Bureau) RIDE, RIPIN and netWORKri, and the Employer Services Network. The focus will be to develop individually designed services, which would include career exploration, peer mentoring, and support for career decision-making, and support to assist consumers and their families to make vocational, career, and service choices. MHRH will contract with PAL (in accordance with state regulations) to utilize the resources of their Employment Information Network to assist individuals with disabilities to understand and access vocational choices and employment opportunities. Both MHRH and DHS/ORS will jointly frame the goals and objectives and monitor this contract to determine measurable outcomes. Other contracts and /or fee for service arrangements will be explored and

developed to enhance the capacity to provide peer support and or parental support to transitioning youth with developmental disabilities and their families, and adults with developmental disabilities to assist them to choose, obtain and retain employment.

Activity 3.2

ORS and DDD will collaborate with RIDE utilizing the student census to assist with identification and annual planning.

Activity 3.3

ORS, DDD, and RIDE will collaborate and approach the Regional Transition Advisory Committees to develop Regional work groups to identify local needs and develop local options for services. Community Rehabilitation Programs, including ARCs and EPSPD programs will also be asked to participate in this process.

Implementation strategies for the above will be contingent on available funds, other state and local resources, and monitored by staff from MHRH, ORS, representative consumers and when appropriate, other funding partners.

OBJECTIVE IV

To jointly develop an evaluation tool to assess the effectiveness (outcomes and satisfaction) of the cooperative agreement regarding the goals of establishing new patterns of services and increasing the numbers of individuals with developmental disabilities and mental illness who reach integrated employment outcomes.

Activity 4.1

Program Coordinator and staff from each agency will collaborate to conduct an annual evaluation of activities and outcomes during the fourth quarter of each year. The following are benchmarks for expected evaluation activities:

- a. The number of referrals to the collaborative program.
- b. Indicators of team collaboration in planning and implementing services.
- c. Employment or service Plans that are jointly developed.
- d. The numbers of individuals in community integrated employment.
- e. The numbers of individuals who achieve employment goals and are

- successful according to ORS standards and document success stories.
- f. Review of the utilization patterns of the community rehabilitation programs, which provide services to mutual clients.
 - g. Development of a mechanism to obtain feedback from consumers receiving collaborative services regarding satisfaction and impact (effectiveness) including new services or demonstration activities (3.2).